

**Minutes
Windsor Town Council Meeting
Town Hall
December 16, 2009**

The Windsor Town Council met in regular session on December 16, 2009 at 5:30 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Marvin A. Crocker, Jr. was present, and he called the meeting to order. He welcomed those who were present. He asked for anyone with cell phones to please turn them off. He asked the Clerk to call the roll. Terry Whitehead, Deputy Town Clerk, recorded the minutes. John L. Rowe, Jr., Interim Town Manager, Police Chief Porti, Michael Stallings, Assistant Town Manager/Planning and Zoning Administrator, and Joshua Pretlow, Jr., Town Attorney were present.

Council members present:

- J. Clinton Bryant
- Wesley F. Garriss
- William L. Jones
- Carita J. Richardson
- Durwood V. Scott (arrived at 5:35 PM)
- Greg Willis

Mayor Crocker asked Councilman Willis to give the invocation, and he did.

Intergovernmental Relations Discussion with Isle of Wight County Officials

Mayor Crocker said Isle of Wight County Board of Supervisors Members Phillip Bradshaw, and Thomas Wright, and Isle of Wight County Administrator Doug Caskey are present to discuss intergovernmental relations with Town Council.

The following issues were discussed:

Status of the Intermodal

Mr. Bradshaw said that the County's purchasing road front property was a necessary key to the success of the development of Phase 4 of the Park. Mr. Bradshaw said the Park's development plan focuses on keeping excessive traffic going to and from the Park out of the Town limits. He said the plan is to develop the Park with an entrance on the west side of Highway 258 to keep the traffic out of the Town.

Mr. Wright said the zoning application for the Park is on hold at this time.

Council asked Mr. Bradshaw if Center Point in Suffolk would be tremendous competition for the Intermodal Park. Mr. Bradshaw said there is enough business to support both. He said prospects are high, and interest in the Isle of Wight Park is up.

How can the Town assist in the development of the Intermodal Park

Mayor Crocker asked what the Town can do to assist in the development of the Intermodal Park. Mr. Bradshaw said in order to attract business to the park, residential development is needed in the future.

The newly reconstituted Hampton Roads Transportation Organization

Council discussed the need for The Town of Windsor's transportation concerns to be addressed at the Hampton Roads Transportation Organization's meetings. Mr. Caskey said the Hampton Roads Transportation Planning Organization's Technical Advisory Committee provides review and recommendations on all regional transportation planning efforts. He said he is a non-voting member of the board and Mr. Stan Clark is a voting member, with Mr. Bradshaw being an alternate voting member. He said they will work diligently with the Town of Windsor to communicate any transportation concerns to the Hampton Roads Transportation Planning Organization (HRTPO). Town Council and the Isle of Wight representatives agreed to have continuous communication between the Town and the County to ensure that the Town of Windsor has representation at the HRTPO meetings.

Improvements to Route 460

Council members discussed the need for a center turn lane on Route 460. They also discussed the repairs needed to the concrete in front of the post office. Mr. Bradshaw suggested the Town and the County send a joint resolution to Dennis Heuer, the Virginia Department of Transportation (VDOT) Hampton Roads District Administrator. Mayor Crocker suggested that the Isle of Wight and Town of Windsor representatives attend Transportation Board meetings together to voice concerns regarding repairs to Route 460, and the center turn lane. It was also suggested to arrange a session with Representative Randy Forbes to discuss these issues.

The relationship of potential improvements to Route 58 to the improvements to Route 460

Mayor Crocker asked if the improvements to Route 58 would somehow hinder the improvements to Route 460. The County officials said they did not feel that the improvements to Route 58 would affect the improvements to Route 460.

Economic Development

Mr. Bradshaw briefed Council on the closing of International Paper Company. He said there are economic development officials at the local, regional and state levels working on ways to move forward to market this area and the workforce that we will have. Mr. Bradshaw said he is representing Isle of Wight County, Mike Johnson is representing Southampton County, and Mayor Jim Council is representing the City of Franklin.

Scheduling of future intergovernmental relations meeting

Town Council and the Isle of Wight County representatives agreed to schedule the next intergovernmental relations meeting for March 17, 2010 at 5:30 p.m. to be held in the Council Chamber.

Discussion of Police Station Alternatives

Mr. Rowe said at one of its recent Work Sessions in which Council discussed alternatives for providing additional space for the Police Department, Council identified constructing an addition to the back of Town Hall as a possible cost effective alternative for providing new space for the Police Department.

Mr. Rowe said Council directed and authorized its management staff to further research this matter and obtain cost information for this alternative via the services of an architect, Russell Parrish. Mr. Rowe said that Mr. Parrish worked with Scott Deese, of Ashett Construction, to develop the cost estimates and time scheduled to construct this addition. Mr. Rowe reviewed cost considerations with Council.

Mr. Rowe said that Mr. Parrish estimates that it will cost approximately \$206,000 to build a 2100 square foot addition connected to the rear (the north side or Church Street side) of the existing Town Hall. He said Mr. Parrish estimates that the architectural, engineering, and soil sampling fees will cost approximately \$15,000.

Mr. Rowe said Mr. Parrish and Mr. Deese estimate that it will take a contractor approximately seven months to complete the new addition.

Mr. Rowe said he included in Council's packet a drawing of two elevations depicting two exterior views of such an addition, which Mr. Parrish had prepared.

Council said that this is the information that it requested, and the Council members discussed the matter. Councilwoman Richardson asked if this alternative would solve the current safety issue of the public having to come into contact with possible crime suspects. Mr. Rowe said that all crime suspects would be brought into the building by officers through a separate rear entrance to the Police Department.

Councilman Garris said he feels there will still be inadequate parking for the Police Department and the Post Office. He said the Town should look into other alternatives before Council makes a decision on a new addition to the Town Hall.

Councilwoman Richardson said she cannot support the addition to the Town Hall for a Police Department unless the Post Office's parking issue is resolved. She said it is a safety issue, and it must be addressed in the near future. She said when the County's Intermodal Park takes off, the Town of Windsor is going to rapidly grow, and the parking issue will only worsen.

Vice-Mayor Jones said he feels that given the current state of the economy, the most economical alternative would be to build an addition on to the Town Hall. He said if Council decides to purchase property and build, taxes would have to be raised.

Councilwoman Richardson discussed the possibility of the Town using some of its own existing funds to finance such a project.

Council continued to discuss the advantages and disadvantages of constructing an addition to the back of Town Hall as a possible cost effective alternative for providing new space for the Police Department.

Closed Session

Councilman Willis made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 for the purpose of discussing personnel matters. Councilman Garris seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Councilman Willis made a motion to go back into regular session. Councilwoman Richardson seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Vice-Mayor Jones made a motion pursuant to Virginia Code Section 2.2-3712, Subsection D that Council discussed only public business matters lawfully exempted from open meeting requirements, and that Council heard, discussed, or considered only such business matters as were identified in the motion that Council passed to go into closed session. Councilman Garris seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Councilman Garris made a motion to adjourn. Councilman Bryant seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4. The meeting adjourned at 10:28 p.m.

Marvin A. Crocker, Jr., Mayor

Terry Whitehead, Deputy Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date Dec. 16, 2009

Motion #	Willis	Richardson	Garris	Jones	Bryant	Scott	M. Crocker
1	Y	Y	Y	Y	Y	Y	
2	Y	Y	Y	Y	Y	Y	
3	Y	Y	Y	Y	Y	Y	
4	Y	Y	Y	Y	Y	Y	
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							

Windsor Town Council
December 16, 2009
Jerry Whitehead, Deputy Clerk